

E-Job Brief System PHASE 2

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Overview

Project Background

Presently Job Briefs are created in Excel spreadsheets using a template that is frequently adjusted and tampered with the make stuff fit.

The time required for these jobs is then manually entered onto the Morning Board for Ops planning purposes.

There are three main problems we hope to tackle long term

1. Job Briefs with no hours on the board
2. Hours on the board with no corresponding Job Brief
3. Job Briefs that go missing somewhere

Project Scope

In Scope

1. Ability to create a Job Brief using a web-based form that can then be printed out
2. Application of a URN to all Job Briefs allowing for the creation of a unique barcode on the Job Brief ABC/XXXX/WW/YYYY/zzzz
3. Ability to 'track' Job Briefs using the barcode mentioned in point 2
4. Link to the Job Bag database to allow pick up of current job numbers
5. Connection to the Morning Board to allow creation of records or link a JB to an existing record
6. Connection to the Morning Board that will allow supervisors to record hours used against a job.
7. Connection to the Consumables Scanning System to record consumables used on a job

High-Level Requirements

The new system must include the following:

- Access levels linked to profiles
- Admin page to be only accessed by agreed personnel

User Profiles

- Operations (Supervisors only) – they only need to be able to track the Job Briefs in Operations so only need access to the Ops In and Ops Out pages.

- May want to look at filters / sorting pages to show Job Briefs for the logged in Supervisor at the top.
- Client Services (Execs & Managers) – they need to be able to create Job Briefs as well as view the status of any Job Brief to determine **where it is** in the system.
- Admin – need access to all areas as well as the Admin page

Implementation Plan

Summary

Phase 1 fixes – left over niggles from phase 1 implementation

- Job brief going over onto 2 pages even when very short
- Hours not showing properly
- Pages not sorted as requested
 - All – start date
 - Open – start date
 - Ops In – start date
 - Ops out – end date
 - Customer Services – end date
- Name of dates not correct
- Not showing all three dates on the job brief
 - Start
 - End
 - Despatch
- Job Description field should be HTML input
- Clicking 'Save & Print' should open the pdf in a new tab (okay) **& should move the page in the system back to the home page**

In this section we are going to look at the implementation of phase 2 elements

- Job Brief Creation – add hours to morning board
- Morning Board – show icon or similar, to indicate linked Job Brief (click on link to open pdf copy of job brief?)
- Ops Out – record consumables used
- Ops Out – record hours used
- Reporting Page
 - Summary of pages
 - Count of Overdue JB's for each page
 - Count of Due today JB's for each page
 - Count of Upcoming JB's for each page

- TOTAL JB's on each page
- Additional admin functions
 - 'Un-print' Job briefs
 - Copy Job Briefs
- Add attachments to Job Briefs
- Add three boxes to the bottom of the page above Hours Used
 - Ops In Scanned
 - Ops Out Scanned
 - Customer Services Scanned

All tasks are added to Meister Task.

Phase Three additions

Page	Addition

Timeline/Schedule

Task Name	Task Details	Time

Development Time Summary

Times made in
MeisterTask.
Development: 4
weeks

Testing: 1 week
Days to complete: **5 weeks**

ARK-H

Job Brief System

Approval and Authority to Proceed

We approve the project as described in this document, and authorise the team to proceed.

Name	Title	Date
JLister	Dev	
JEvans	Project Head	

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